

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>SCHEDULED POWER OUTAGE</b>	FMEP-P-0840	Rev. No. 0
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## 1.0 PURPOSE

To ensure that proper and timely notification to all affected parties has been accomplished before a scheduled power outage

## 2.0 GENERAL

Advance notification is to be made to all interested parties that will be or could be affected by a scheduled power outage.

## 3.0 PROCEDURE

### 3.1 PRE-PLANNING

- (a) The notification of interested parties should take place at least (5) working days in advance of the outage.
- (b) Notification should be accomplished through direct contact or phone conversations with each interested party and followed up with an email.
- (c) It will be the responsibility of the Building Manager to notify the appropriate building personnel and programs of the outage.
- (d) It is the responsibility of the Contracting Officer's Technical Representative working along with the Building Manager to schedule the power outage so as not to interrupt any research, experiments or procedures that are taking place within the building or area that will be affected by the power outage.
- (e) The Contracting Officer's Technical Representative will start the notification process by contacting the Building Manager and informing them of the need for a power outage. After a date, time and duration for the outage have been agreed upon, the Contracting Officer's Technical Representative will notify the following departments:
  1. Facilities Maintenance and Engineering Electric Shop, x5409, [rwilkin@ncifcrf.gov](mailto:rwilkin@ncifcrf.gov) (if work is by an outside contractor)
    - a. Building electrical systems
  2. Frederick Cancer Research Development Center Local Area Network Office, x5797, [bdavis@ncifcrf.gov](mailto:bdavis@ncifcrf.gov)
    - a. Building local area network systems
  3. Facilities Maintenance and Engineering Instrument Shop, x5412, [aspade@ncifcrf.gov](mailto:aspade@ncifcrf.gov)
    - a. Fire alarm systems
    - b. Building Cardkey security systems
    - c. Building automation systems
    - d. Building scientific alarm systems
    - e. Building intercom systems
  4. Facilities Maintenance and Engineering HVAC Shop, x5411, [pculley@ncifcrf.gov](mailto:pculley@ncifcrf.gov)
    - a. Building HVAC systems
    - b. Building refrigeration systems and equipment

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5. Facilities Maintenance and Engineering Telephone Shop, x1600, [grudenj@ncifcrf.gov](mailto:grudenj@ncifcrf.gov)
    - a. Building telephone systems
  6. Frederick Cancer Research Development Center Protective Services, x1091, [boving@ncifcrf.gov](mailto:boving@ncifcrf.gov)
    - a. Building Cardkey security systems
  7. Facilities Maintenance and Engineering Pipe Shop, x5614, [cstauffer@ncifcrf.gov](mailto:cstauffer@ncifcrf.gov)
    - a. Building steam condensate return pumps
    - b. Building sump pumps
  8. Facilities Maintenance and Engineering Millwright Shop, x5410, [mreed@ncifcrf.gov](mailto:mreed@ncifcrf.gov)
    - a. Building air compressor systems
    - b. Building process waste systems
  9. Ft. Detrick Fire Department, x1410
    - a. Building fire alarm system
  10. Department of Defense, x7114
    - a. Building Fire Alarm System
- (f) Should an outage be required on the exterior high voltage power circuit it shall be coordinated and scheduled through the United States Army Garrison Outside Line Shop. A trouble call is required to be initiated to the United States Army Garrison Outside Line Shop through the Facilities Maintenance and Engineering Trouble Call Desk, x6154. The United States Army Garrison Outside Line Shop will contact the requestor upon receiving the service request.

### 3.2 PRE-OUTAGE CHECKS

- (a) The Contracting Officer's Technical Representative will ensure the contractor is mobilized, all parties have been notified and the outage begins on time.
- (b) For buildings with elevators that will be affected, the Contracting Officer's Technical Representative will ensure that building elevators are not in use. It is the responsibility of the Building Manager to lock-out or provide signage for the elevators.
- (c) If the power outage will affect the operation of the building steam condensate return pumps, arrangements will have to be made to provide a stand-by pump to redirect the condensate to a site drain.
- (d) If the building air compressors or vacuum pumps will be affected, check with the Facilities Maintenance and Engineering Millwright Shop to ensure that it will not affect compressed air service to other buildings.
- (e) If the building has a process waste system that will be affected, the Contracting Officer's Technical Representative will make arrangements to have the system monitored during the outage.

### 3.3 POST OUTAGE CHECKS

- (a) The Contracting Officer's Technical Representative will ensure that outage does not last significantly longer than originally agreed upon. If unforeseen circumstances arise the Contracting Officer's Technical Representative will immediately notify the Building Manager.
- (b) After power-up the Contracting Officer's Technical Representative will ensure that the contractor checks all affected electrical loads for the return of electrical power.
- (c) The Contracting Officer's Technical Representative will ensure that the contractor checks all affected motor loads for proper phase rotation.
- (d) The Contracting Officer's Technical Representative will ensure that the contractor checks all life safety and security systems for the return of electrical power.